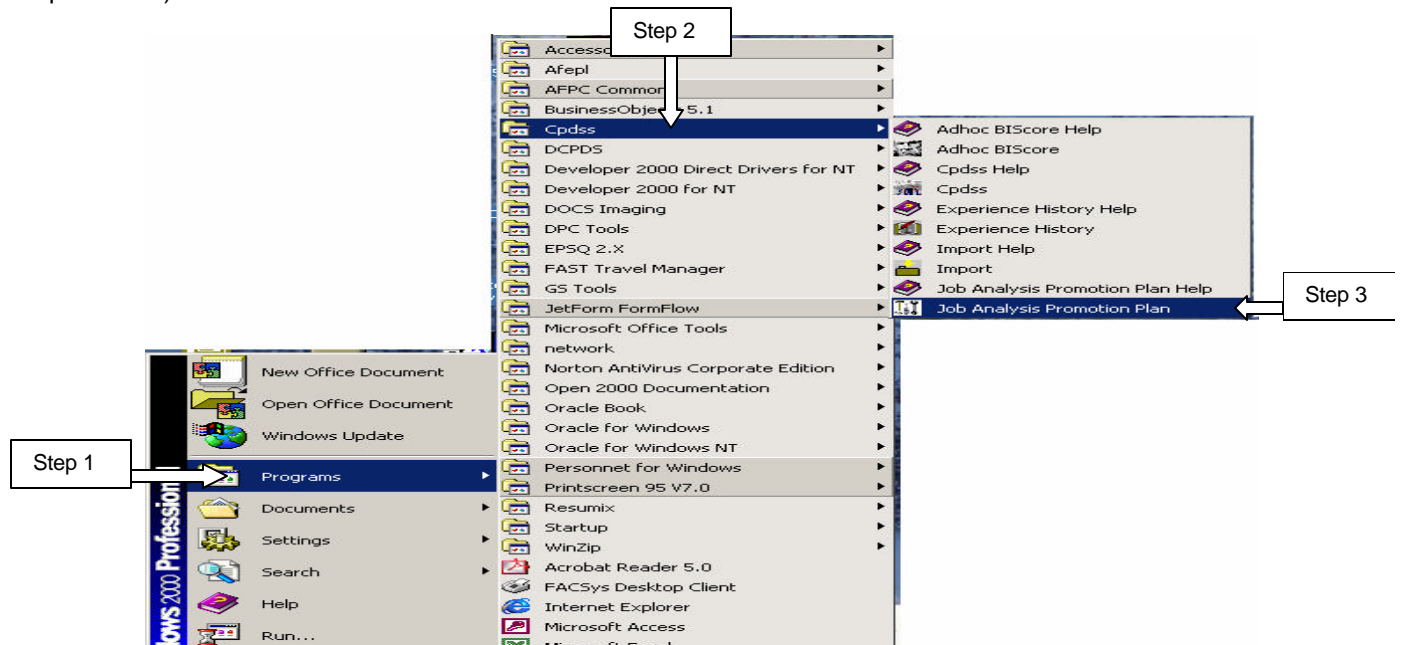


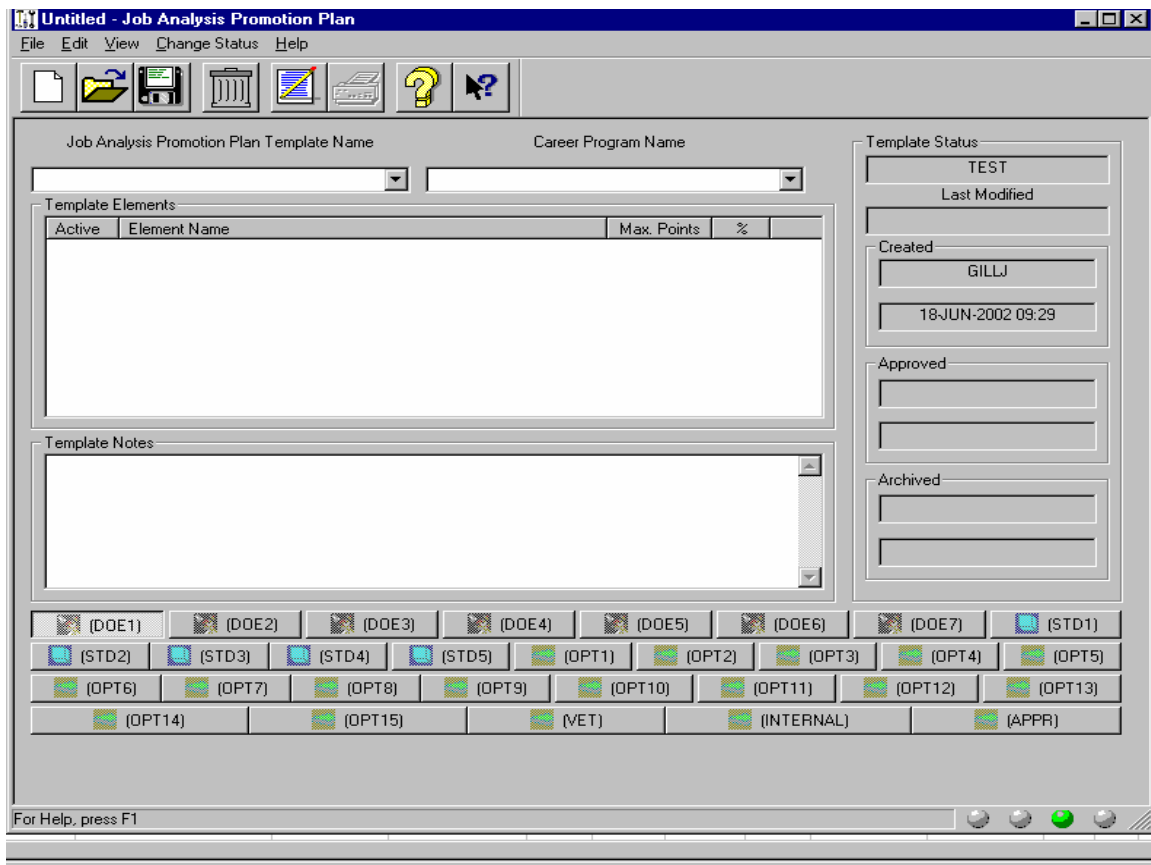
Now that you have developed your requisition and have posted your announcement, you need to open CPDSS to search for an existing Job Analysis Promotion Plan template or create a new template for your vacancy. A Job Analysis Promotion Plan template is the tool that performs the Ranking.











OR you can initiate the Job Analysis Promotion Plan Template from Start using the following steps: (if you are not currently logged into CPDSS you will be prompted for your login and password)



The following display is the **Job Analysis Promotion Plan Template** Window.



Below is a review of the Main Menu Bar options and the Tool Bar buttons:

This button	Enables you to....	The equivalent Main Menu command is .....
	Create a New Job Analysis Promotion Plan Template	File> New Job Analysis Promotion Plan Template
	Open up an existing Job Analysis Promotion Plan Template	File > Open Job Analysis Promotion Plan Template
	Save Job Analysis Promotion Plan Template.	File > Save Job Analysis Promotion Plan Template
	Generate a report in a separate window detailing the attributes of the template.	File > Report
	Create or edit a new or existing Job Analysis Information Window	Edit > Edit Job Analysis Information
	Delete the current Job Analysis Promotion Plan Template.	File > Delete Job Analysis Promotion Plan Template
	Give Information about the Job Analysis Promotion Plan Template	Help > About Job Analysis Promotion Plan
	Acquire information on any part of the template where you place the question mark.	Help> Help Topics
N/A	N/A	View > Tool Bar or Status Bar
N/A	N/A	File > Save Template As..... Note: When this function is used, the name of the original template will populate the notes section of the new template.
N/A	N/A	Change Status > Test to Approved or > Approved to Archived. This functionality will not be granted to all staffing specialist.

**Template Status:** Indicates the status of the template and the last date it was modified. A template can have one of three statuses:

**Test:** A template will start out in a **TEST** status when it is initially created. A template in this status may be changed as frequently as desired. Templates in a Test status are assumed to be in a developmental stage. Templates that have not been approved should not be used to rank/rate candidates. A template can be **ARCHIVED** when no longer needed, once approved.

**Last Modified:** While the template is in a TEST status this box will indicate the date and time that the template was last modified.

**Created:** These two windows indicate the person who created the template and the date and time the template was created.

**Approved:** The template may be promoted to an **APPROVED** status by someone with the appropriate permissions. Templates with an Approved status have been reviewed by a senior personnelist and are available for everyone to use in scoring candidates. These two windows indicate the person who approved the template and the date and time the template was approved.

**Archived:** Templates are promoted to **ARCHIVED** when they are no longer useful for ranking/rating candidates (i.e. skill code changes, etc) but, need to be retained as part of our case file/ audit trail (in case of litigation). An Archived template should never be used to rank and rate candidates. These two windows indicate the person who archived the template and the date and time that this was done.

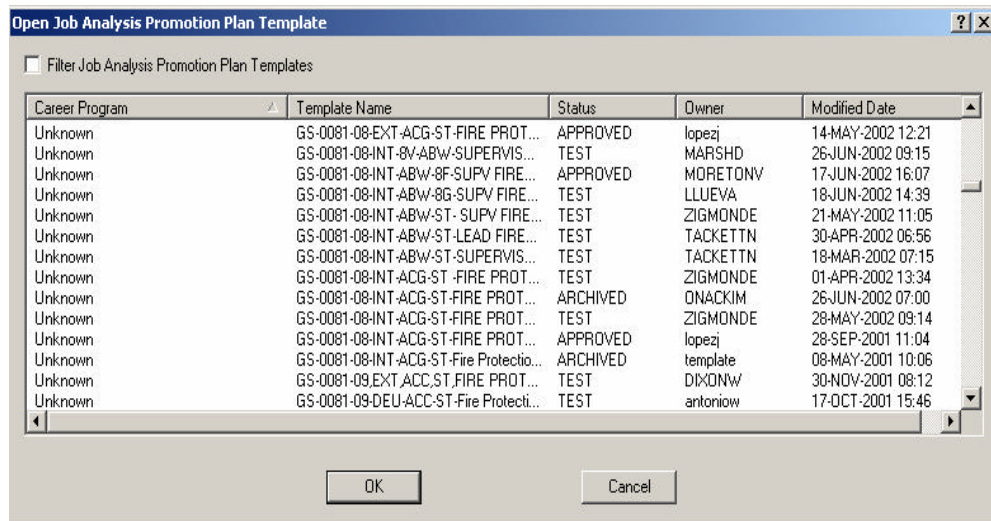
The 'Template Status' panel is a vertical stack of input fields. At the top, it has a 'TEST' status dropdown. Below it is a 'Last Modified' field. Then, a 'Created' section with a user field containing 'cpdss' and a date/time field containing '03-MAY-2000 19:19'. Below that are two empty fields for 'Approved'. At the bottom are two empty fields for 'Archived'.

## Opening an Existing Job Analysis Promotion Plan Template

Click on the 'Yellow' Open Folder or use the Main Menu command: File> Open Job Analysis Promotion Plan Template. A listing of all Templates will appear on screen.

The screenshot shows a software window titled 'Untitled - Job Analysis Promotion Plan'. It has a menu bar (File, Edit, View, Change Status, Help) and a toolbar with icons for file operations and help. The main area is divided into several sections: 'Job Analysis Promotion Plan Template Name' and 'Career Program Name' at the top; a 'Template Elements' table with columns 'Active', 'Element Name', 'Max. Points', and '%'; a 'Template Notes' text area; and a 'Template Status' panel on the right. The 'Template Status' panel shows 'TEST' status, 'Last Modified', 'Created' (GILLJ, 18-JUN-2002 09:29), 'Approved', and 'Archived' fields. At the bottom, there is a grid of buttons labeled with codes like (DOE1), (STD1), (OPT1), etc., and a footer that says 'For Help, press F1'.

To open a template, simply click the left mouse button on the desired template and then click on the OK button to open the template, or double click on the selected (highlighted) template. Click the Cancel button to cancel the action of opening a Job Analysis Promotion Plan Template. To help locate the desired template the template list may be sorted by any of the columns by simply clicking the left mouse button the desired column header. An up arrow on the column header will indicate that the list is sorted in ascending order and a down arrow on the column header will indicate that the list is sorted in descending order. Clicking on the column header will toggle between ascending and descending sorting methods.



If this is not enough to help locate the desired template, then a filtering option is available that restricts the templates shown in the list to only those templates that match the criteria entered in the Template Filter Window.

To filter the list of templates in the Open Job Analysis Promotion Plan Template Window simply click the left mouse button on the Filter Job Analysis Promotion Plan Template check box. The Template Filter Window will appear. In this window you have three options for refining the list of templates using wildcard patterns and three options for refining the list of templates using a template status. To refine the list using wildcard patterns simply type in the entire name or a partial name with a wildcard pattern for the career program, and/or the template name, and/or the template owner. There are two special characters that may be used with as wildcards:

**%:** Place a percent sign in the value to match zero or more characters. For example CA% could be used to match CAT, CART, and CALIFORNIA. Also CA%T could be used to match CAT, CART, CARPET, etc.

**\_:** Place an underscore in the value to match a single character. For example \_AT could be used to match BAT, CAT, MAT, etc.

You may also further refine your search by clicking the left mouse button on any of the template status fields in which you are interested. If the template status has a check mark beside it, then only templates of that status will be examined for a possible match. Clicking the left mouse button on a status field will toggle the check mark on and off. If you select more than one status, they will have the effect of being OR'ed together. For example if TEST and APPROVED status fields were checked, then all templates of status TEST or APPROVED would be retrieved.

Clicking on the OK button will return you to the Open Template Window with the filtered list of templates that matched your filter criteria. Clicking on the Cancel button will cancel the filtering operation and return you to the Open Job Analysis Promotion Plan Template Window.

The screenshot shows a dialog box titled "Template Filter". It contains three text input fields on the left: "Career Program Match", "Template Name Match" (which contains the text "GS-0201%"), and "Owner Match". On the right, under the heading "Template Status Match", there are three checkboxes: "TEST" (unchecked), "APPROVED" (checked), and "ARCHIVED" (unchecked). At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Changing the Template Status

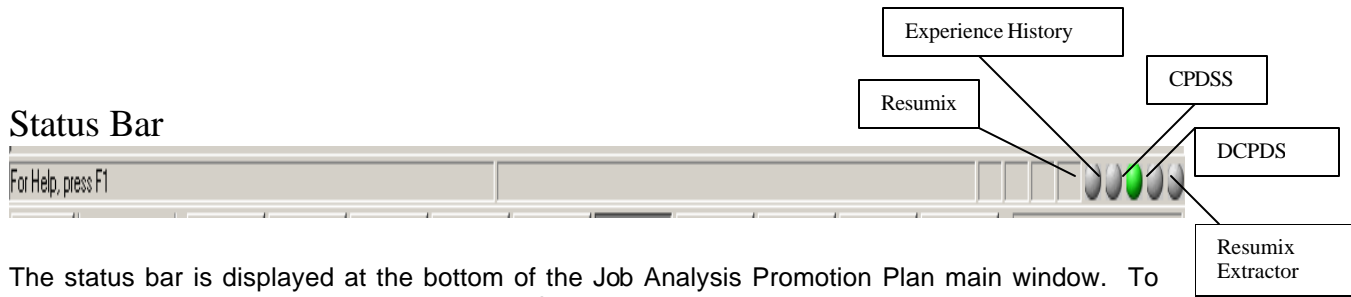
You can change the template status, depending on your privileges, by selecting "**Change Status**" from the main menu. The following dialog box appears when "Change Status" is selected. This will identify the templates current status and allow you to change it to the next option:

**Test to Approved or  
Approved to Archived**

If desired, you can add additional comments or notes then click **<OK>** to approve or archive the template.

The screenshot shows a dialog box titled "Change Status of Job Analysis Promotion Plan Template". It contains several sections: "Job Analysis Promotion Plan Template Information" with two text fields for "Job Analysis Promotion Plan Template Name" and "Career Program Name"; a text field showing "Change Status from TEST to APPROVED"; "Approver Information" with two text fields for "GILLJ" and "18-JUN-2002 10:22"; and a large text area for "Additional Comments / Notes". At the bottom are "OK" and "Cancel" buttons.

## Status Bar



The status bar is displayed at the bottom of the Job Analysis Promotion Plan main window. To display or hide the status bar, select **View > Status Bar**.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of Tool Bar buttons as you depress them, before releasing them. This area is also a status indicator that will frequently indicate the action being performed by the Job Analysis Promotion Plan program. It may have words stating what the program is doing and/or a progress bar indicating the progress of the program in its current action.

The right areas of the status bar indicate the databases to which Job Analysis Promotion Plan connects. Each pane will have a Ball that will change colors to indicate the following status:

Indicator	Description
GRAY	The database is not currently connected to.
YELLOW	The database connection is currently in progress.
GREEN	The database connection has been achieved and is currently opened.
RED	The database connection was lost or could not be achieved.

## Assigning a Template Name

In the "Job Analysis Promotion Plan Template Name" field, type the name of your template (all letters capitalized) with dashes between each field. **The naming convention for the Job Analysis Promotion Template is as follow:**

- **Internal/External Staffing: Pay Plan (2) - Occ Series (4) - Grade (2) - INT (Internal) or EXT (External) (3) - Primary Skill of Position (3) - ST for Standard or BASE ID (2)-TITLE (Example: GS-0201-11-EXT-AGV-ST-PERSONNEL MANAGEMENT SPEC ).** There will be a team of specialist identified to develop Standard Templates that can be used to rate and/or rank your match list of candidates. Standard templates will use the same naming convention except the letters "ST" will be used instead of the Base ID. This will help you find the template at a later date.
- **DEU:** Use instructions in the DEU Procedures/Training Guide. **(GS/0318/DEU/4V/DPM)**

### NOTE:

**AFMC and USAFE will also be creating templates for MAJCOM wide use, these template will have the MAJCOM ID inserted where the "ST" is on the standard templates:**

**USAFE example GS-0201-11-EXT-AGV-3K-PERSONNEL MANAGEMENT SPEC**

**AFMC example GS-0201-11-EXT-AGV-1M-PERSONNEL MANAGEMENT SPEC**

## Choosing a Career Program

- Click on the down arrow button beside the Career Program Name field to display a list of valid Career Programs.
- Click on the desired Career Program. If not associated with a Career program, select "Unknown"

GS-0318-05-EXT-ANT-9K-SECRETARY (DA) - Job Analysis Promotion Plan

File Edit View Change Status Help

Job Analysis Promotion Plan Template Name: GS-0318-05-EXT-ANT-9K-SECRETARY (DA)

Career Program Name: Unknown

Template Elements

Active	Element Name
✓ YES	(OPT9) --JOB RELATED SKILLS (SKL3)

Template Notes

Template Status

TEST

Last Modified: 18-JUN-2002 07:42

Created: GILLJ

18-JUN-2002 07:41

Approved:


Archived:

(DOE1) (DOE2) (DOE3) (DOE4) (DOE5) (DOE6) (DOE7) (STD1) (STD2) (STD3) (STD4) (STD5) (OPT1) (OPT2) (OPT3) (OPT4) (OPT5) (OPT6) (OPT7) (OPT8) (OPT9) (OPT10) (OPT11) (OPT12) (OPT13) (OPT14) (OPT15) (VET) (INTERNAL) (APPR)

For Help, press F1

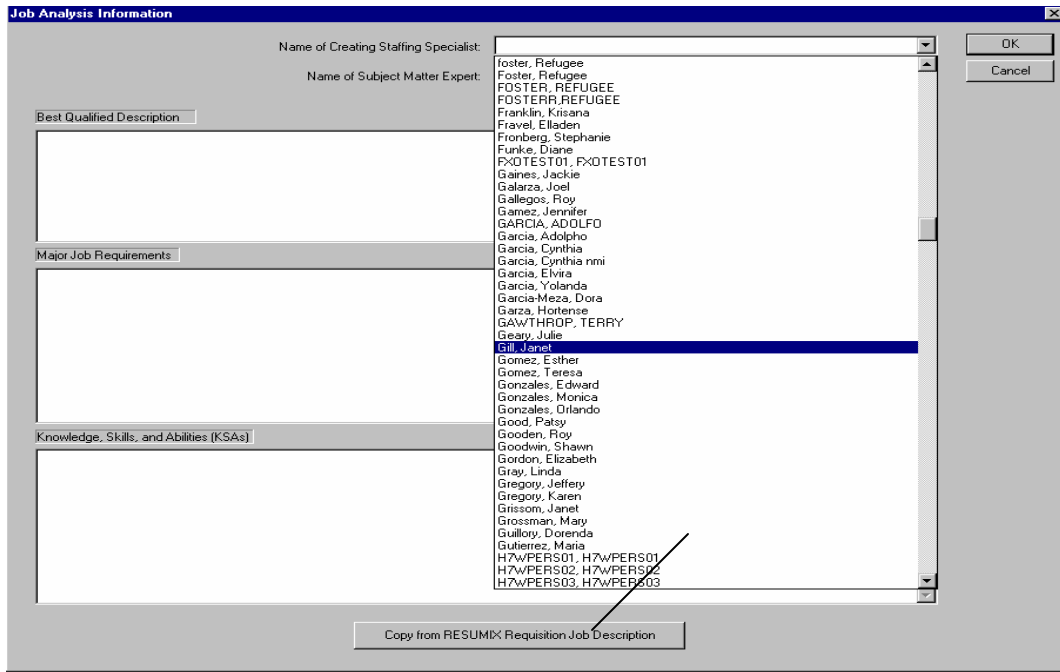


## Creating a Job Analysis/Job Analysis Promotion Plan Template Report

To create the job analysis click on the Edit Job Analysis button  The **Job Analysis Information** Window will be displayed.



**Caution: Be sure that your requisition is open on your desktop before proceeding.**



Fill in the “Name of Creating Staffing Specialist” by typing it or by selecting from the drop-down menu. The “Name of the Subject Matter Expert” must be typed. Click on **<Copy from Resumix Requisition Job Description>** (button at the bottom of the screen) to import the information previously placed in the description area of the Resumix requisition. If it is not open you should select the “Choose Other Requisition” button as indicated in diagram below.

Notice that the text contained in the description area of the requisition has been inserted. You will use this information to identify your Major Job Requirements (MJRs) and the KSAs needed to complete the job analysis.

Highlight Text to be Copied and Click Appropriate Button

Choose Other Requisition(s) Done

From 01MAYE\T053683238105 ...

SALARY RANGE \$25101 - \$32635

THIS POSITION IS A FULL TIME PERMANENT POSITION.

The position provides executive secretarial and administrative support to the base dental surgeon, dental superintendent, dental officers and NCO's. Receives call and greets visitors. Provides dental appointment statistical data and supporting documentation to organizational commanders. Maintains the base dental surgeons calendar, using judgment in establishing priorities. Receives incoming correspondence directed to the dental service, screens material for suspense dates and establishes controls for the base dental surgeon and superintendent to insure compliance with suspense's, current policies and procedures, proper format, grammar and typographical accuracy. Quality controls all Records of Dental Attendance forms requiring knowledge of the Air Force procedural accounting system through which loss of dental procedures are identified and precluded, for accuracy prior to inputting statistical data and technical information for input into the automated report processing system. Provides administrative support for the Dental Quality Assurance/Risk Management Coordinator.

1. Knowledge of the base dental surgeon's responsibilities, priorities, commitments, policies and goals as they pertain to higher and lower echelons of command.
2. Knowledge of an extensive body of rules and procedures as they relate to the clerical and administrative functions of the Dental Service and the Hospital.
3. Knowledge of spelling, arrangement, grammar, required formats, and specialized dental terminology.
4. Knowledge of the filing systems and a multitude of references, handbooks and workbooks used and maintained by the base dental terminology.
5. Knowledge of the filing systems and multitude of references, handbooks and workbooks used and maintained by the base dental surgeon and the dental professional and ancillary staff in order to classify, search for, and dispose of materials.
6. Skill in operating a typewriter or computer/work processing equipment. A qualified typist is required (40 WPM). Skill in computer operations is a must.

"RESUME AND SELF-NOMINATION MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT."

"FOR FULL VACANCY ANNOUNCEMENT, INCLUDING QUALIFICATIONS AND OTHER REQUIREMENTS, GO TO:  
<http://www.usajobs.opm.gov/wfjc/jobs/IL.htm>"RESUME AND SELF-NOMINATION MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT."

"FOR FULL VACANCY ANNOUNCEMENT, INCLUDING QUALIFICATIONS AND OTHER REQUIREMENTS, GO TO:  
<http://www.usajobs.opm.gov/wfjc/jobs/U0163.htm>

Best Qualified Description Add Undo

Major Job Requirements Add Undo

Knowledge, Skills, and Abilities (KSAs) Add Undo

Notice the three sets of buttons at the bottom of the window:

- Best Qualified Description,
- Major Job Requirements, and
- Knowledge Skills and Abilities (KSAs).

To add the MJRs to the Job Analysis Window, highlight the major duties to be added then click the **<Add>** button located beneath “Major Job Requirements.”

Choose Other Requisition(s) Done

From 01MAYEXT053683238105 ...

SALARY RANGE \$25101 - \$32635

THIS POSITION IS A FULL TIME PERMANENT POSITION.

The position provides executive secretarial and administrative support to the base dental surgeon, dental superintendent, dental officers and NCO's. Receives call and greets visitors. Provides dental appointment statistical data and supporting documentation to organizational commanders. Maintains the base dental surgeons calendar, using judgment in establishing priorities. Receives incoming correspondence directed to the dental service, screens material for suspense dates and establishes controls for the base dental surgeon and superintendent to insure compliance with suspense's, current policies and procedures, proper format, grammar and typographical accuracy. Quality controls all Records of Dental Attendance forms requiring knowledge of the Air Force procedural accounting system through which loss of dental procedures are identified and precluded, for accuracy prior to inputting statistical data and technical information for input into the automated report processing system. Provides administrative support for the Dental Quality Assurance/Risk Management Coordinator.

1. Knowledge of the base dental surgeon's responsibilities, priorities, commitments, policies and goals as they pertain to higher and lower echelons of command.
2. Knowledge of an extensive body of rules and procedures as they relate to the clerical and administrative functions of the Dental Service and the Hospital.
3. Knowledge of spelling, arrangement, grammar, required formats, and specialized dental terminology.
4. Knowledge of the filing systems and a multitude of references, handbooks and workbooks used and maintained by the base dental terminology.
5. Knowledge of the filing systems and multitude of references, handbooks and workbooks used and maintained by the base dental surgeon and the dental professional and ancillary staff in order to classify, search for, and dispose of materials.
6. Skill in operating a typewriter or computer/work processing equipment. A qualified typist is required (40 WPM). Skill in computer operations is a must.

"RESUME AND SELF-NOMINATION MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT."

"FOR FULL VACANCY ANNOUNCEMENT, INCLUDING QUALIFICATIONS AND OTHER REQUIREMENTS, GO TO:  
<http://www.usajobs.opm.gov/vfjc/jobs/IL.htm>"RESUME AND SELF-NOMINATION MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT."

"FOR FULL VACANCY ANNOUNCEMENT, INCLUDING QUALIFICATIONS AND OTHER REQUIREMENTS, GO TO:  
<http://www.usajobs.opm.gov/vfjc/jobs/IU0163.htm>"

Best Qualified Description Major Job Requirements Knowledge, Skills, and Abilities (KSAs)

Add Undo Add Undo Add Undo

To add the KSAs, highlight those to be added then click **<Add>** located beneath “Knowledge, Skills and Abilities (KSAs).”

If you have a Best Qualified Description, highlight that information, then click **<Add>** located beneath “Best Qualified Description.”

NOTE: You will be given the opportunity to type additional information in the MJR, KSA, and Best Qualified field at a later time if the information isn't currently available to pick from on this screen.

The **Choose Other Requisitions** button is available for use if you do not have the appropriate requisition open. This option will provide you a drop down menu (illustrated below) of other Resumix requisitions from which you can access to create your job analysis.

Select RESUMIX Requisition(s)

Requisition	Recruiter	Job Title
004AEE003166	Cranford, Kathy	LABORER
004KSU007303	Bell, Sidonna	MATERIALS HANDLER (FORKLIFT OPERATOR) GENERAL
004KSV006006	Bell, Sidonna	DESK CLERK
004LCE002919	Means, Marion	MAINTENANCE MECHANIC
004LDP002818	Means, Marion	COMPUTER ASSISTANT
004LDP002818ED	Means, Marion	COMPUTER ASSISTANT
004LDP004057	Cominetti, Angela	COMPUTER ASSISTANT
004LDP004073	Means, Marion	OFFICE AUTOMATION CLERK
004ODP007033	Becker, Cynthia	CLERK
004OMD003449	Ortiz, Jesse	CLERK
004W00001628	Wyman, Melody	CUSTODIAL WORKER
004W00004336	Wyman, Melody	TELEPHONE OPERATOR

OK Cancel

Click **<DONE>** after you have identified the best qualified description, MJRs and KSAs.

This will bring you back to the **Job Analysis Information** Window. If needed, you can manually type additional requirements. When all information is accurate and complete, click **<OK>**. This will return you to the main Job Analysis Promotion Plan Template screen.



The screenshot shows a software window titled "Job Analysis Information". It contains several input fields and text areas. At the top, there are two dropdown menus: "Name of Creating Staffing Specialist" (set to "GILL JANET") and "Name of Subject Matter Expert" (set to "GEORGE WASHINGTON"). To the right of these are "OK" and "Cancel" buttons. Below these are three main sections, each with a tabbed header and a text area:

- Best Qualified Description:** The text area contains the sentence "Candidates who score the highest are among the Best Qualified."
- Major Job Requirements:** The text area contains a paragraph: "The position provides executive secretarial and administrative support to the base dental surgeon, dental superintendent, dental officers and NCO's. Receives call and greets visitors. Provides dental appointment statistical data and supporting documentation to organizational commanders. Maintains the base dental surgeons calendar, using judgment in establishing priorities. Receives incoming correspondence directed to the dental service, screens material for suspense dates and establishes controls for the base dental surgeon and superintendent to insure compliance with suspense's, current policies and procedures, proper format, grammar and typographical accuracy. Quality controls all Records of Dental Attendance forms requiring knowledge of the Air Force procedural accounting system through which loss of dental procedures are identified and precluded, for accuracy prior to inputting statistical data and technical information for input into the automated report processing system. Provides administrative support for the Dental Quality Assurance/Risk Management Coordinator."
- Knowledge, Skills, and Abilities (KSAs):** The text area contains a numbered list:
  2. Knowledge of an extensive body of rules and procedures as they relate to the clerical and administrative functions of the Dental Service and the Hospital.
  3. Knowledge of spelling, arrangement, grammar, required formats, and specialized dental terminology.
  4. Knowledge of the filing systems and a multitude of references, handbooks and workbooks used and maintained by the base dental terminology.
  5. Knowledge of the filing systems and multitude of references, handbooks and workbooks used and maintained by the base dental surgeon and the dental professional and ancillary staff in order to classify, search for, and dispose of materials.
  6. Skill in operating a typewriter or computer/work processing equipment. A qualified typist is required (40 WPM). Skill in computer operations is a must.

At the bottom center of the window is a button labeled "Copy from RESUMIX Requisition Job Description". An arrow from the text above points to the "OK" button.

## Choosing Your Template Element

At the bottom of the screen you will notice several Elements. We will use <OPT9> to fill external positions and <INTERNAL> will be used to fill internal positions. **(Note:** If filling a DEU job you will use <OPT9> and <VET>. The remaining elements are reserved for Career Program use.

**ELEMENT BUTTONS:** These buttons correspond to the elements that are available for insertion into the templates allowing you to set certain attributes of the element including whether or not the element will be active, the maximum points allowed for the element, and the rules and restrictions for the element. See Attachment 1 for a listing of the clear text name and brief description of each element button.

Job Analysis Promotion Plan Template Name: GS-0318-05-EXT-ANT-4w-SECRETARY (DA)

Career Program Name: Unknown

Template Elements:

Active	Element Name	Max. Points	%
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Template Notes:

Template Status:

TEST

Last Modified

Created: GILLJ, 18-JUN-2002 17:06

Approved:

Archived:

Element Buttons: (DOE1) (DOE2) (DOE3) (DOE4) (DOE5) (DOE6) (DOE7) (STD1) (STD2) (STD3) (STD4) (STD5) (OPT1) (OPT2) (OPT3) (OPT4) (OPT5) (OPT6) (OPT7) (OPT8) (OPT9) (OPT10) (OPT11) (OPT12) (OPT13) (OPT14) (OPT15) (VET) (INTERNAL) (APPR)

For Help, press F1

## External Recruitment - (OPT9)

This section will cover the steps used to complete the Job Analysis Promotion Plan Template using Resumix skills.

Click <OPT 9> to display the following screen.

The screenshot shows the (OPT9) -- JOB RELATED SKILLS (SKL3) window. The 'Template Information' section contains fields for 'GS-031805-EXT-ANT-SECRETARY (DA)', 'Unknown', and 'TEST'. The 'Element Description' section contains a text box with a description of the Job Analysis Promotion Plan Template element. The 'Element Rules' section contains a table with columns for 'Assign', 'points for', and 'Skills'. The 'OR Logic' section contains a table with columns for 'Data Field', 'Logical Operator', 'Value', and 'Apply To Rule'. The 'AND Logic' section contains a table with columns for 'Data Field', 'Logical Operator', 'Value', and 'Apply To Rule/OR Logic'. A callout box points to the 'points for' field in the 'Element Rules' section, stating: 'A NUMBER can be placed in this field instead of making a selection from the menu.' Three callout boxes are labeled 'Step 1', 'Step 2', and 'Step 3'.

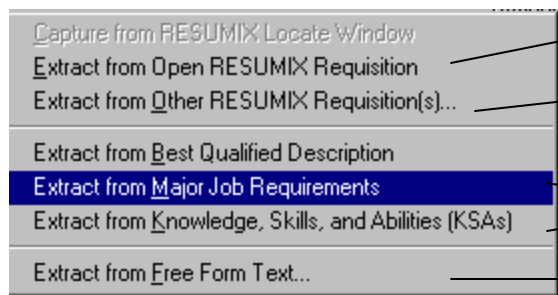
Follow the steps below to complete the Job Related Skills Window:

### Step 1: Creating Element Rules:

- **Assign** - This field allows you to choose the number of points you wish to assign to the element rule. We normally start at basic eligibility by assigning 1 point.
- **Points for** – This field allows you to choose how many occurrences of matching Resumix skills for a candidate are required in order for the assigned point value to be applied. Select from the drop-down menu using the following options:
  - **ALL** – Allows you to apply the point value for the rule only if all of the Resumix skills selected are matched.
  - **ANY ONE** – Allows you to apply the point value for the rule if any Resumix skill selected is matched.
  - **NUMBER** – A number can be placed in this field instead of making a selection from the drop-down menu. The number will represent how many skills must be matched by the applicant in order to match this rule.

For Rule #1 insert “1” point and select “anyone” as the operator.

**Step 2:** Importing Resumix Skills - Click **<Import Skills List>**. The following options Menu will appear.

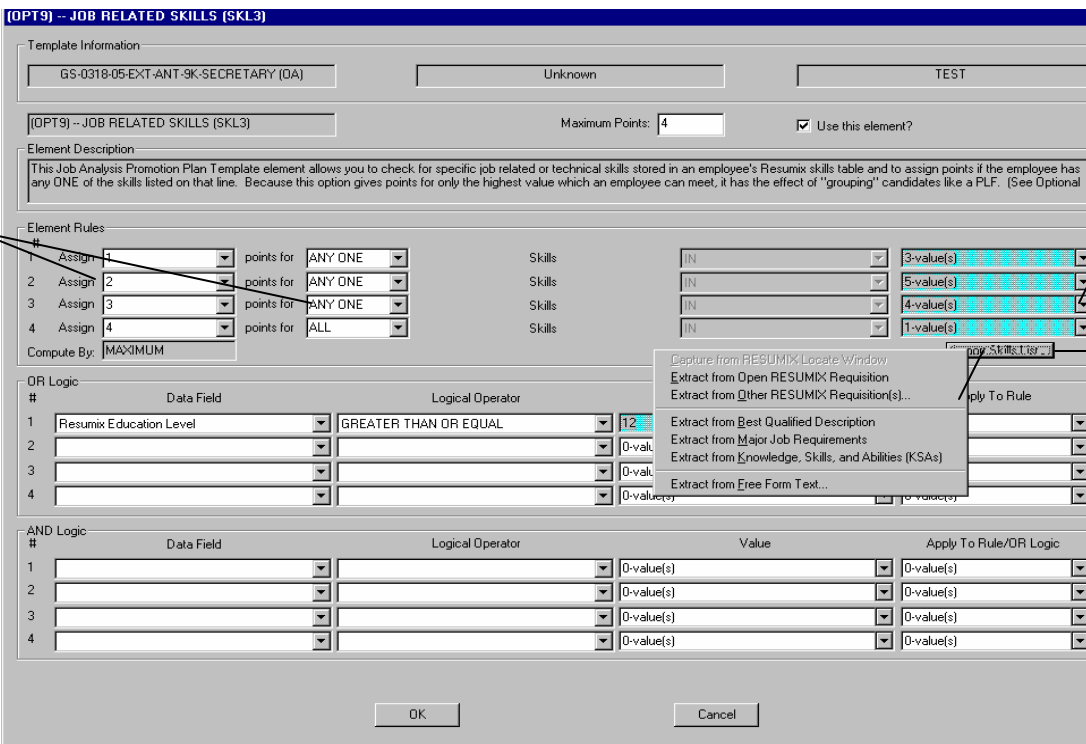


Callouts for the 'Import Skills List' menu:

- Capture from RESUMIX Locate Window**: Pull skills from the requisition, job description that is open on your desktop.
- Extract from Open RESUMIX Requisition**: Provides a drop-down menu to select an unopened requisition. Skills are pulled from the job description of the requisition selected.
- Extract from Other RESUMIX Requisition(s)...**: Provides a drop-down menu to select an unopened requisition. Skills are pulled from the job description of the requisition selected.
- Extract from Best Qualified Description**: Pull skills from the MJRs or KSAs copied to the Job Analysis Promotion Plan Template.
- Extract from Major Job Requirements**: Pull skills from the MJRs or KSAs copied to the Job Analysis Promotion Plan Template.
- Extract from Knowledge, Skills, and Abilities (KSAs)**: Pull skills from the MJRs or KSAs copied to the Job Analysis Promotion Plan Template.
- Extract from Free Form Text...**: Provides a dialog box for typing or pasting text for extracting skills.

For illustration purposes, we will be using the Extract from Major Job Requirements (MJR) option. When we click on this option, the Resumix skills extracted from the MJRs will be imported to the skills area of the (OPT9) Window. CPDSS will get the MJRs from your job analysis and process them through the Resumix Knowledge Base to extract skill, and insert these skills in the value box for your use. To insure you have a comprehensive skills list in which to choose from you will also want to extract skills from the Knowledge, Skills, and Abilities requirements (repeating the same procedures above). These skills will be added to the skills area of the (OPT9) Window.

**Caution:** When you extract skills from the MJRs and KSA areas you have a direct link to your Job Analysis. However, if you extract from either the open Resumix requisition or other Resumix requisition you may be using skills that are not linked to the MJRs and recruitment KSAs used in your Job Analysis. To avoid this and to maintain the validity of the ranking criteria, you need to return to the Job Analysis template and type an additional KSA related to the skill that was extracted.



Callouts for the (OPT9) -- JOB RELATED SKILLS (SKL3) window:

- Step 1**: Points to the 'Element Rules' section, specifically the 'Assign' dropdown menu.
- Step 2**: Points to the 'Import Skills List' menu, specifically the 'Extract from Major Job Requirements' option.
- Step 3**: Points to the 'Skills' dropdown menu in the 'Element Rules' section.

**Step 3:** Click the down arrow on the value box. A drop-down menu of Resumix skills extracted from the KSAs will be displayed on your Job Analysis Promotion Plan Template.

**Template Information**

GS-0318-05-EXT-ANT-9K-SECRETARY (DA)      Unknown      TEST

**(OPT9) -- JOB RELATED SKILLS (SKL3)**      Maximum Points: 4      ☒ Use this element?

**Element Description**

This Job Analysis Promotion Plan Template element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional)

**Element Rules**

#	Assign	points for	Skills
1	1	points for ANY ONE	[N]
2	2	points for ANY ONE	[N]
3	3	points for ANY ONE	[N]
4	4	points for ALL	[N]

Compute By: MAXIMUM

**OR Logic**

#	Data Field	Logical Operator	Value
1	Resumix Education Level	GREATER THAN OR EQUAL	12
2			0-value(s)
3			0-value(s)
4			0-value(s)

**AND Logic**

#	Data Field	Logical Operator	Value
1			0-value(s)
2			0-value(s)
3			0-value(s)
4			0-value(s)

**Skills List:**

- ☐ Ancillary
- ☒ Answer Phones
- ☒ Appointments
- ☐ Base Support
- ☐ Clerical Skills
- ☐ Computer Literacy
- ☐ Computer Operation
- ☐ Correspondence
- ☐ Data Organization
- ☐ Dental Terminology
- ☐ Document Control
- ☐ Document Processing
- ☐ Document Process Sys
- ☐ Documentation
- ☐ Equipment Operation
- ☒ Filing
- ☒ Greet Visitors
- ☐ Hospital
- ☐ Material Disposal
- ☐ Medical QA
- ☐ Medical Secretar'l
- ☐ Medical Statistics
- ☐ Military Experience
- ☐ Policies & Proced
- ☐ QA
- ☐ Quality Ctrl
- ☐ Risk Management
- ☐ Schedule Calendar

**Step 4:** Using Element Rule 1, select the appropriate Resumix skills that will identify candidates who may meet minimum qualification/basic eligibility requirements for your position.

**Step 5:** Repeat Steps 1 through 4 as necessary until you have an adequate amount of rules to identify those candidates that meet:

Minimum Qualifications/ Basic Eligibility  
Better Qualified  
Best Qualified

#### NOTES:

1. The Element, Option 9 (OPT9), must contain a minimum of one Element Rule. It is recommended that no more than five rules be used.
2. To select more than one Resumix skill, click on the first desired skill, depress the 'shift' key, then click the last desired skill in the row. This action will place a check in all intervening skills on the list.
3. You can deselect a skill by clicking that skill a second time.
4. The further down you go through the elements, the closer you should be to identifying the best-qualified candidate.

**Step 6:** Once you have completed all Element Rules, place the number of points assigned to the highest Element Rule into the Maximum Points field. (In the above example, the Maximum Point value is 4.) Click on the "Use this element" field. A check mark will appear in the box. This indicates the Option 9 (OPT9) element is active in the Job Analysis Promotion Plan Template.

#### OR and AND Logic:



The OR and the AND Logic blocks located at the bottom of the **(OPT9)** Window, consist of the following:

**Restriction Data Field**

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection **\*\*CLEAR RESTRICTION\*\*** will remove the restriction line from the element. The entire restriction line will be deleted.

**Apply To Rule**

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic #	Data Field	Logical Operator	Value	Apply To Rule
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

AND Logic #	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

**Restriction Logical Operator**

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

**Single Value Operators (allow you to enter or select only one value)**

- EQUAL:** Anything that is exactly the same as the value is considered a match.
- NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- GREATER THAN:** Anything greater than the value is considered a match.
- LESS THAN:** Anything less than the value is considered a match.
- GREATER THAN OR EQUAL:** Anything that is greater or equal to the value is considered a match.
- LESS THAN OR EQUAL:** Anything that is less than or equal to the value is considered a match.

(This is a partial list only)

**Restriction Value Set**

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

**NOTE:** The “?” mark on the top right hand corner of your screen can be use to obtain context help screens (like the ones you see above). Clicked and drag” the “?” mark to any area on this screen to view the context help screens.

**Data Field:**

This Field allows you to add a restriction to one or more of the Element Rules. This field extracts data from the tables located in Resumix, Modern DCPDS, and the Experience History databases. (Example: Appointment Type pulls from Modern DCPDS, Typing Speed pulls from Resumix, and Civilian Skill pulls from Modern DCPDS and Experience History.) See Attachment 2 for a listing of options.

**Note:** The special selection **\*\*CLEAR RESTRICTION\*\*** will remove the restriction line from the element. The entire restriction line will be deleted.

#### Logical Operator:

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set (discussed below).

#### Value Set

Select the appropriate value(s) from the drop-down list if this field is blue. Otherwise, you must type the value(s) to be applied to this field. See Value Set information on the above illustration for more details.

#### Apply To Rule

This field allows you to select the Element Rules that you want the **“OR Logic”** applied to. You may enter one line number, multiple line numbers or select ALL to identify the element rules that this **“Data Field”** will satisfy as a substitution for experience requirements reflected in the Element Rule(s). Type the line number in the field, and press the **Insert** key to add the entered line number to the list. You may also choose the ALL selection to apply the **“OR Logic”** to all of the Element Rule lines.

#	Data Field	Logical Operator	Value	Apply To Rule
1	Resumix Education Level	GREATER THAN OR EQUAL	12	1-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

**“AND Logic”** values are entered in the same manner as **“OR Logic”**. The only major difference is in the Apply to Rule/OR Logic.

#### Apply To Rule/OR Logic

This field allows you to apply **“AND Logic”** to the line(s) of the Element Rules, the **“OR Logic”** lines, or a combination of the two using one of the following:

- To apply **“AND Logic”** to Element Rules, type an **“R”** plus the rule line number and press the **Insert** key.
- To apply **“AND Logic”** to **“OR Logic”** statements, type an **“O”** plus the **“OR Logic”** line number and press the **Insert** key.
- To apply **“AND Logic”** to all Element Rules select **“RULE All”** from the drop-down list.
- To apply **“AND Logic”** to all **“OR Logic”** lines select **“OR All”** from the drop-down list.

#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Eligibility Status	EQUAL		0-value(s)
2			0-value(s)	Line Number
3			0-value(s)	<input type="checkbox"/> OR ALL
4			0-value(s)	<input type="checkbox"/> RULE ALL

**Step 7:** Click **<OK>**. This will return you to the Main Job Analysis Promotion Plan Template screen.

## Saving Your Job Analysis Promotion Plan Template

Once you have completed your Job Analysis Promotion Plan Template you need to save the template by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or

- Clicking on the **Save** button.



When you want to make changes to an existing, template that has an approved or archived status, you must use **File > Save Template As**. This feature allows you to make a copy of the original template. The template will be in a test status that you can then modify to meet your specific needs. (This feature will prompt you to name the new template and allow you to make changes.)

## Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify qualification requirements (Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc.) or any other pertinent information.
- **NOTE: When the “Save Template As....” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.**

## DEU Recruitment - (OPT9) and (VET)

This section will cover the steps used to complete the Job Analysis Promotion Plan Template using Resumix skills and Veterans Preference.

Click <OPT 9> to display the following screen.

**Template Information**

65-0318-00 DEU-ANT-SECRETARY (DA)      Unknown      TEST

(OPT9) - JOB RELATED SKILLS (SKL3)      Maximum Points: 0      ☐ Use this element?

**Element Description**

This Job Analysis Promotion Plan Template element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional)

**Element Rules**

#	Assign	points for	Skills
1	Assign	points for	ALL ANY ONE
2	Assign	points for	
3	Assign	points for	
4	Assign	points for	

Complete by: MAXIMUM

**DR Logic**

#	Data Field	Logical Operator	Value	Apply To Rule
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

**AND Logic**

#	Data Field	Logical Operator	Value	Apply To Rule/DR Logic
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

OK      Cancel

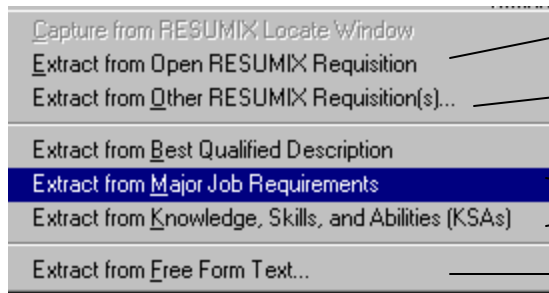
Follow the steps below to complete the Job Related Skills Window:

### Step 1: Creating Element Rules:

- **Assign** - This field allows you to choose the number of points you wish to assign to the element rule. We normally start at basic eligibility by assigning 70 points.
- **Points for** - This field allows you to choose how many occurrences of matching Resumix skills for a candidate are required in order for the assigned point value to be applied. Select from the drop-down menu using the following options:
  - **ALL** - Allows you to apply the point value for the rule only if all of the Resumix skills selected are matched.
  - **ANY ONE** - Allows you to apply the point value for the rule if any Resumix skill selected is matched.
  - **NUMBER** - A number can be placed in this field instead of making a selection from the drop-down menu. The number will represent how many skills must be matched by the applicant in order to match this rule.

For Rule #1 insert "70" points and select "anyone" as the operator.

**Step 2:** Importing Resumix Skills - Click **<Import Skills List>**. The following options Menu will appear.



Pull skills from the requisition, job description that is open on your desktop.

Provides a drop-down menu to select an unopened requisition. Skills are pulled from the job description of the requisition selected.

Pull skills from the MJRs or KSAs copied to the Job Analysis Promotion Plan Template.

Provides a dialog box for typing or pasting text for extracting skills.

For illustration purposes, we will be using the Extract from Major Job Requirements (MJR) option. When we click on this option, the Resumix skills extracted from the MJRs will be imported to the skills area of the (OPT9) Window. CPDSS will get the MJRs from your job analysis and process them through the Resumix Knowledge Base to extract skill, and insert these skills in the value box for your use. To insure you have a comprehensive skills list in which to choose from you will also want to extract skills from the Knowledge, Skills, and Abilities requirements (repeating the same procedures above). These skills will be added to the skills area of the (OPT9) Window.

**Caution:** When you extract skills from the MJRs and KSA areas you have a direct link to your Job Analysis. However, if you extract from either the open Resumix requisition or other Resumix requisition you may be using skills that are not linked to the MJRs and recruitment KSAs used in your Job Analysis. To avoid this and to maintain the validity of the ranking criteria, you need to return to the Job Analysis template and type an additional KSA related to the skill that was extracted (make sure this new KSA is related to the information posted in your Vacancy Announcement).

The screenshot shows the (OPT9) - JOB RELATED SKILLS (SKL3) window. It includes fields for Template Information, Element Description, and Element Rules. The Element Rules section has a table with columns for Assign, points for, and Skills. The Skills column has a dropdown menu open, showing the same options as the 'Import Skills List' menu. Callouts indicate:
 

- Step 1: Points to the 'Assign' column.
- Step 2: Points to the 'Skills' dropdown menu.
- Step 3: Points to the 'Import Skills List' button.

**Step 3:** Click the down arrow on the value box. A drop-down menu of Resumix skills extracted from the KSAs will be displayed on your Job Analysis Promotion Plan Template.

The screenshot shows the 'JOB RELATED SKILLS (SKL3)' window. The 'Template Information' section includes fields for 'GS-1701-07-DEU-TST-School Age Program Coordinator', 'Education Services', and 'TEST'. The 'Element Description' section contains a text box. The 'Element Rules' section has a table with columns for '#', 'Assign', 'points for', and 'Skills'. The 'Skills' column has a dropdown menu open, showing a list of skills including 'Child Care General, Child Development, Preschool'. The 'OR Logic' and 'AND Logic' sections have tables with columns for '#', 'Data Field', 'Logical Operator', 'Value', and 'Apply To Rule/AND Logic'. A callout box labeled 'Step 6' points to the 'Maximum Points' field (100) and the 'Use this element?' checkbox. Another callout box labeled 'Step 4' points to the dropdown menu in the 'Skills' column of the 'Element Rules' table.

**Step 4:** Using Element Rule 1, select the appropriate Resumix skills that will identify candidates who may meet minimum qualification/basic eligibility requirements for your position.

**Step 5:** Repeat Steps 1 through 4 as necessary until you have an adequate amount of rules to identify those candidates that meet the below definitions using the appropriate point values:

Minimum Qualifications/ Basic Eligibility  
Better Qualified  
Best Qualified

**NOTES:**

1. The Element, Option 9 (OPT9), must contain a minimum of one Element Rule. It is recommended that no more than five rules be used.
2. To select more than one Resumix skill, click on the first desired skill, depress the 'shift' key, then click the last desired skill in the row. This action will place a check in all intervening skills on the list.
3. You can deselect a skill by clicking that skill a second time.
4. The further down you go through the elements, the closer you should be to identifying the best-qualified candidate.

**Step 6:** Once you have completed all Element Rules, place the number of points assigned to the highest Element Rule into the Maximum Points field. (In the above example, the Maximum Point value is 4.) Click on the "Use this element" field. A check mark will appear in the box. This indicates the Option 9 (OPT9) element is active in the Job Analysis Promotion Plan Template.



## OR and AND Logic:

The OR and the AND Logic blocks located at the bottom of the **(OPT9)** Window, consist of the following:

**Restriction Data Field**

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection **\*\*CLEAR RESTRICTION\*\*** will remove the restriction line from the element. The entire restriction line will be deleted.

**Apply To Rule**

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic				
#	Data Field	Logical Operator	Value	Apply To Rule
1			[0-value(s)]	[0-value(s)]
2			[0-value(s)]	[0-value(s)]
3			[0-value(s)]	[0-value(s)]
4			[0-value(s)]	[0-value(s)]

AND Logic				
#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1			[0-value(s)]	[0-value(s)]
2			[0-value(s)]	[0-value(s)]
3			[0-value(s)]	[0-value(s)]
4			[0-value(s)]	[0-value(s)]

**Restriction Logical Operator**

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

**Single Value Operators (allow you to enter or select only one value)**

- **EQUAL:** Anything that is exactly the same as the value is considered a match.
- **NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- **GREATER THAN:** Anything greater than the value is considered a match.
- **LESS THAN:** Anything less than the value is considered a match.
- **GREATER THAN OR EQUAL:** Anything that is greater or equal to the value is considered a match.
- **LESS THAN OR EQUAL:** Anything that is less than or equal to the value is considered a match.

(This is a partial list only)

**Restriction Value Set**

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

**NOTE:** The “?” mark on the top right hand corner of your screen can be use to obtain context help screens (like the ones you see above). Clicked and drag” the “?” mark to any area on this screen to view the context help screens.

### Data Field:

This Field allows you to add a restriction to one or more of the Element Rules. This field extracts data from the tables located in Resumix, Modern DCPDS, and the Experience History databases. (Example: Appointment Type pulls from Modern DCPDS, Typing Speed pulls from Resumix, and Civilian Skill pulls from Modern DCPDS and Experience History.) See Attachment 2 for a listing of options

**Note:** The special selection **\*\*CLEAR RESTRICTION\*\*** will remove the restriction line from the element. The entire restriction line will be deleted.

### Logical Operator:

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set (discussed below).

### Value Set

Select the appropriate value(s) from the drop-down list if this field is blue. Otherwise, you must type the value(s) to be applied to this field. See Value Set information on the above illustration for more details.

### Apply To Rule

This field allows you to select the Element Rules that you want the **“OR Logic”** applied to. You may enter one line number, multiple line numbers or select ALL to identify the element rules that this **“Data Field”** will satisfy as a substitution for experience requirements reflected in the Element Rule(s). Type the line number in the field, and press the **Insert** key to add the entered line number to the list. You may also choose the ALL selection to apply the **“OR Logic”** to all of the Element Rule lines.

#	Data Field	Logical Operator	Value	Apply To Rule
1	Resumix Education Level	GREATER THAN OR EQUAL	12	1-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

**“AND Logic”** values are entered in the same manner as **“OR Logic”**. The only major difference is in the Apply to Rule/OR Logic.

### Apply To Rule/OR Logic

This field allows you to apply **“AND Logic”** to the line(s) of the Element Rules, the **“OR Logic”** lines, or a combination of the two using one of the following:

- To apply **“AND Logic”** to Element Rules, type an **“R”** plus the rule line number and press the **Insert** key.
- To apply **“AND Logic”** to **“OR Logic”** statements, type an **“O”** plus the **“OR Logic”** line number and press the **Insert** key.
- To apply **“AND Logic”** to all Element Rules select **“RULE All”** from the drop-down list.
- To apply **“AND Logic”** to all **“OR Logic”** lines select **“OR All”** from the drop-down list.

#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Resumix Education Level	GREATER THAN OR EQUAL	13	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

Line Number

☐ OR ALL

☐ RULE ALL



**Step 7:** Click **<OK>**. This will return you to the Main Job Analysis Promotion Plan Template screen.

**Step 8:** Click **<VET>** to display the following screen.

Click on “Use this element” field. A check mark will appear in the box. This indicates the Veterans Preference (VET) element is active in the Job Analysis Promotion Plan Template.

**(VET) -- VETERANS PREFERENCE (VET)**

Template Information:

GS/0201/11/DEU/4V/PAL      Unknown      TEST

(VET) -- VETERANS PREFERENCE (VET)      Maximum Points: 10      ☒ Use this element?

Element Description

This element provides the capability to apply veterans preference for competitive examining (including DEU and outside-the-register certificates) and noncompetitive certificates (including VRA and excepted services).

Element Rules

#	Assign	points for	Veterans Preference Code	Value
1	10	points for ANY ONE	Veterans Preference Code	IN 4-value(s)
2	5	points for ANY ONE	Veterans Preference Code	IN 1-value(s)
3		points for ANY ONE	Veterans Preference Code	IN 0-value(s)
4		points for ANY ONE	Veterans Preference Code	IN 0-value(s)

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Disjunctive Restrictions

#	Data Field	Logical Operator	Value	Apply To Rule

Conjunctive Restrictions

#	Data Field	Logical Operator	Value	Apply To Disjunctive Restrict

**Step 9:** Click <OK>. This will return you to the Main Job Analysis Promotion Plan Template screen. Your screen should show both Option 9 and Veterans Preference active. The **GREEN** “check mark” indicates the template is active.

The screenshot shows the 'WPS Template Name' window. The 'Template Elements' table is as follows:

Active	Element Name	Max. Points	%
✓ YES	(OPT9) -- JOB RELATED SKILLS (SKL3)	4	28.6
✓ YES	(VET) -- VETERANS PREFERENCE (VET)	10	71.4

The 'Template Notes' box contains the text: 'Template created from original template GS-201-11 External 9-1-00.'

The 'Template Status' section on the right shows: TEST, Last Modified: 26-DEC-2000 07:45, Created: cpdss, 26-DEC-2000 07:43. The 'Approved' and 'Archived' sections are empty.

The bottom of the window displays a grid of buttons for various elements: (DOE1) through (DOE7), (STD1) through (STD3), (OPT1) through (OPT8), (OPT9) through (OPT15), (VET), and (INTERNAL). The (VET) and (OPT9) buttons are highlighted with a green background.

## Saving Your Job Analysis Promotion Plan Template

Once you have completed your Job Analysis Promotion Plan Template you need to save the template by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or
- Clicking on the **Save** button.



When you want to make changes to an existing template that has an approved or archived status, you must use **File > Save Template As**. This feature allows you to make a copy of the original template. The template will be in a test status that you can then modify to meet your specific needs. (This feature will prompt you to name the new template and allow you to make changes.)

## Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify qualification requirements (Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc.) or any other pertinent information.

**NOTE:** When the “**Save Template As....**” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.

## Internal Recruitment

This section will cover the steps used to complete the Job Analysis Promotion Plan Template using Skills Code (previously Table 465).

Click <INTERNAL> to display the following screen:

The screenshot shows the 'INTERNAL Ranking and Rating' window. It includes sections for Template Information, Element Description, Element Rules, OR Logic, and AND Logic. Annotations indicate the following steps:

- Step 1:** Points to the 'Assign' dropdown in the Element Rules section.
- Step 2:** Points to the 'points for' dropdown in the Element Rules section.
- Step 3:** Points to the '0-value(s)' dropdown in the OR Logic section.

A callout box states: "A NUMBER can be placed in this field instead of making a selection from the menu." pointing to the 'points for' dropdown.

Follow the steps below to complete the **Internal Ranking and Rating** Window:

### Step 1: Creating Element Rules:

- **Assign** - This field allows you to choose the number of points you wish to assign to the element rule. We normally start at basic eligibility by assigning 1 point
- **Points for** - This field allows you to choose how many occurrences of matching Skills code for a candidate are required in order for the assigned point value to be applied. Select from the drop-down menu using the following options (quantifiers):
  - **ALL** - Allows you to apply the point value for the rule only if all of the Skills Code selected are matched.
  - **ANY ONE** - Allows you to apply the point value for the rule if any Skills Code selected is matched.
  - **EACH - DO NOT USE**
  - **NUMBER:** A number can be placed in this field instead of making a selection from the drop-down menu. The number will represent how many skill codes must be matched by the applicant in order to match this rule. In the second screen below the example shows: Rule 2 indicates that an applicant will receive a score of "2" if they

have **any** two (2) of the skill codes listed such as; AGC, AGG, AGJ, AGV, AGX, AHH, etc.

**For Rule #1** insert “1” point and select “ANYONE, ALL, or input a NUMBER” to identify a qualifier.

**Step 2:** This window contains a field that requires an “IN” or “NOT IN” option for your Skills Code Set. You will select “IN” from the drop-down list when filling from internal sources.

**Step 3:** Click the down arrow. A drop-down menu of the Skills Codes Table from Modern DCPDS will be displayed. To select Skills Codes, click inside the corresponding box. Repeat as necessary to select all relevant skills on the list. This action will place a check in all desired skills on the list.

Element Rules

#	Assign	points for	Skills Code Set	Value	Description
1	1	ANY ONE	IN	0-value(s)	
2					
3					
4					

Compute By: MAXIMUM

OR Logic

	Value	Description
<input type="checkbox"/>	AGTPRA	Military Personne
<input type="checkbox"/>	AGTXXX	Military Personne
<input type="checkbox"/>	AGV	Personnel Staffin
<input type="checkbox"/>	AGV1BG	Personnel Staffin
<input type="checkbox"/>	AGV1BG...	Personnel Staffin

**Step 4:** Repeat Steps 1 through 3 as necessary.

INTERNAL Ranking and Rating

Template Information

INTERNAL Ranking and Rating

Maximum Points: 3

☒ Use this element?

Element Description

This Job Analysis Promotion Plan Template element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

Element Rules

#	Assign	points for	Skills Code Set	Value	Description
1	1	ANY ONE	IN	0-value(s)	
2	2	2	IN	0-value(s)	
3	3	ALL	IN	AGC,AGG,AGJ,AGV,AGX,AHH,AH	
4				0-value(s)	

Compute By: MAXIMUM

OR Logic

#	Data Field	Logical Operator	Value	Apply To Rule
1			0-value(s)	0-value(s)

#### NOTES:

- You must have at least one Element Rule. It is recommended that no more than five are used.
- The further down you go through the elements, the closer you should be to identifying the best-qualified candidate.

**Step 5:** Once you have completed all Element Rules, place the number of points assigned to the highest Element Rule into the Maximum Points field. (In the above example, the Maximum Point value is 3.) Click on the “Use this element” field. A check mark will appear in the box. This indicates the element is active in the Job Analysis Promotion Plan Template.

## OR and AND Logic:

The OR and the AND Logic blocks located at the bottom of the (OPT9) Window, consist of the following:

**Restriction Data Field**

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection **"CLEAR RESTRICTION"** will remove the restriction line from the element. The entire restriction line will be deleted.

**Apply To Rule**

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic				
#	Data Field	Logical Operator	Value	Apply To Rule
1			[0-value(s)]	[0-value(s)]
2			[0-value(s)]	[0-value(s)]
3			[0-value(s)]	[0-value(s)]
4			[0-value(s)]	[0-value(s)]

AND Logic				
#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1			[0-value(s)]	[0-value(s)]
2			[0-value(s)]	[0-value(s)]
3			[0-value(s)]	[0-value(s)]
4			[0-value(s)]	[0-value(s)]

**Restriction Logical Operator**

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

**Single Value Operators (allow you to enter or select only one value)**

- EQUAL:** Anything that is exactly the same as the value is considered a match.
- NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- GREATER THAN:** Anything greater than the value is considered a match.
- LESS THAN:** Anything less than the value is considered a match.
- GREATER THAN OR EQUAL:** Anything that is greater or equal to the value is considered a match.
- LESS THAN OR EQUAL:** Anything that is less than or equal to the value is considered a match.

(This is a partial list only)

**Restriction Value Set**

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

**NOTE:** The "?" mark on the top right hand corner of your screen can be use to obtain context help screens (like the ones you see above). Clicked and drag" the "?" mark to any area on this screen to view the context help screens.

**Data Field:**

This Field allows you to add a restriction to one or more of the Element Rules. This field extracts data from the tables located in Resumix, Modern DCPDS, and the Experience History databases. (Example: Appointment Type pulls from Modern DCPDS, Typing Speed pulls from Resumix, and Civilian Skill pulls from Modern DCPDS and Experience History.) See Attachment 2 for a listing of options.

**Note:** The special selection **\*\*CLEAR RESTRICTION\*\*** will remove the restriction line from the element. The entire restriction line will be deleted.

**Logical Operator:**

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set (discussed below).

**Value Set**

Select the appropriate value(s) from the drop-down list if this field is blue. Otherwise, you must type the value(s) to be applied to this field. See Value Set information on the above illustration for more details.

**Apply To Rule**

This field allows you to select the Element Rules that you want the **“OR Logic”** applied to. You may enter one line number, multiple line numbers or select ALL to identify the element rules that this “Data Field” will satisfy as a substitution for experience requirements reflected in the Element Rule(s). Type the line number in the field, and press the **Insert** key to add the entered line number to the list. You may also choose the ALL selection to apply the **“OR Logic”** to all of the Element Rule lines.

OR Logic				
#	Data Field	Logical Operator	Value	Apply To Rule
1	DCPDS Education Level	GREATER THAN OR EQUAL	12	1-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

**“AND Logic”** values are entered in the same manner as **“OR Logic”**. The only major difference is in the Apply to Rule/OR Logic.

**Apply To Rule/OR Logic**

This field allows you to apply **“AND Logic”** to the line(s) of the Element Rules, the “OR Logic” lines, or a combination of the two using one of the following:

- To apply “AND Logic” to Element Rules, type an **“R”** plus the rule line number and press the **Insert** key.
- To apply “AND Logic” to “OR Logic” statements, type an **“O”** plus the “OR Logic” line number and press the **Insert** key.
- To apply “AND Logic” to all Element Rules select **“RULE All”** from the drop-down list.
- To apply “AND Logic” to all “OR Logic” lines select **“OR All”** from the drop-down list.

AND Logic				
#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Instructional Program	IN	4-value(s)	0-value(s)
2			0-value(s)	Line Number
3			0-value(s)	<input type="checkbox"/> OR ALL
4			0-value(s)	<input type="checkbox"/> RULE ALL

**Step 6:** Click **<OK>**. This will return you to the Main Job Analysis Promotion Plan Template screen.

## Saving Your Job Analysis Promotion Plan Template

Once you have completed your Job Analysis Promotion Plan Template you need to save the template by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or

- Clicking on the **Save** button.



When you want to make changes to an existing, template that has an approved or archived status, you must use **File > Save Template As**. This feature allows you to make a copy of the original template. The template will be in a test status that you can then modify to meet your specific needs. (This feature will prompt you to name the new template and allow you to make changes.)

## Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify qualification requirements (Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc.) or any other pertinent information.

**NOTE:** When the “**Save Template As....**” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.

## Viewing and E-mailing the Job Analysis Report

To send the Job Analysis to the manager for review Click on the Job Analysis/Job Analysis Promotion Plan Template Report button.



GS-0318-05-INT-ANT-9K-SECRETARY (DA) - Job Analysis Promotion Plan

File Edit View Change Status Help

Job Analysis Promotion Plan Template Name: GS-0318-05-INT-ANT-9K-SECRETARY (DA) Career Program Name: Unknown

Template Elements

Active	Element Name	Max. Points	%
✓ YES	INTERNAL Ranking and Rating	4	100.0

Template Notes

Template Status

TEST

Last Modified: 19-JUN-2002 10:31

Created: GILLJ, 19-JUN-2002 10:31

Approved:

Archived:

Buttons: (DOE1) (DOE2) (DOE3) (DOE4) (DOE5) (DOE6) (DOE7) (STD1) (STD2) (STD3) (STD4) (STD5) (OPT1) (OPT2) (OPT3) (OPT4) (OPT5) (OPT6) (OPT7) (OPT8) (OPT9) (OPT10) (OPT11) (OPT12) (OPT13) (OPT14) (OPT15) (VET) (INTERNAL) (APPR)

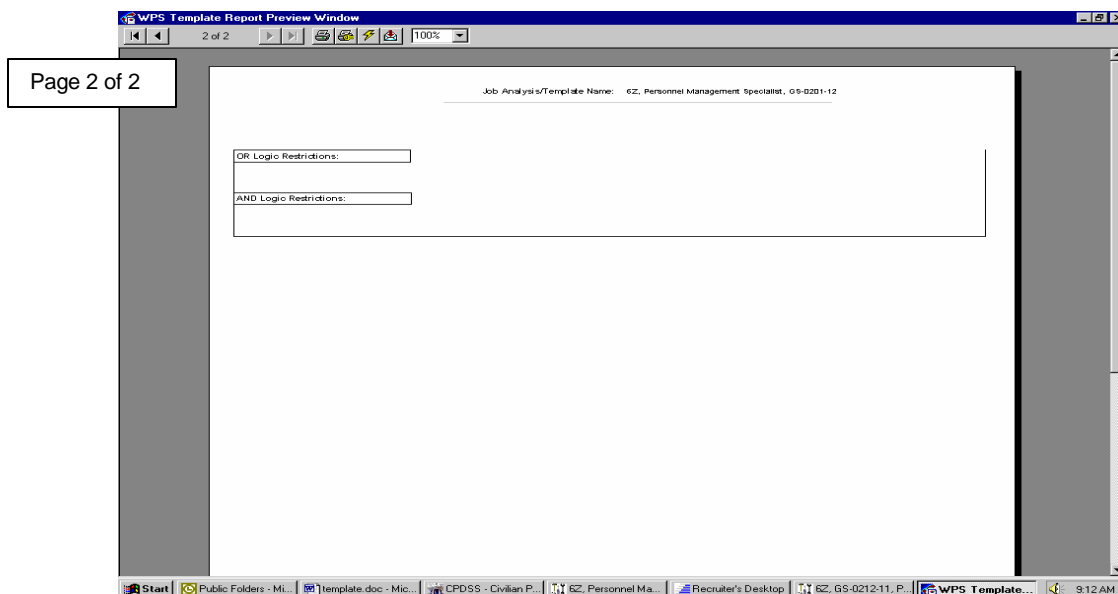
For Help, press F1



The Job Analysis Promotion Plan Template Report Preview Window (below) will be displayed. This window shows the best qualified description, the major job requirements, the KSAs, the total number of elements in the template, total possible points, element name (INTERNAL or (OPT 9), if the Element is Active in the template, maximum points possible, element percentage, Rules, and the job skills for each.

Page 1 of 2

<b>Job Analysis Promotion Plan Template Report</b>			
Job Analysis Template Name:	GS-0503-05-INT-AXG-S-T-MEDICAL FINANCIAL TECH	Creator: BUDYB	Template Status: TEST
		Approver:	Approved Date:
Career Program: Unknown		Archiver:	Archived Date:
03-Jul-2002			Last Modified Date: 03-Jul-2002
Name of Creating Staffing Specialist: Moreton, Vanessa Name of Subject Matter Expert:			
Best Qualified Description:			
CANDIDATES WHO SCORE THE HIGHEST ARE AMONG THE BEST QUALIFIED.			
Major Job Requirements:			
<p>The primary purpose of this position is to collect, review, and analyze data reported from all Medical Clinic departments concerning the Medical Expense and Performance Reporting System (MEPRS). Medical Expense and Reporting System is the accounting system for tracking all medical group workload, personnel time/attendance, and expenses. The incumbent will provide direct support to the Business Operations Chief by identifying the monthly MEPRS data from all patient and outpatient services; ancillary services to include pharmacy and radiology; support services made up of Command and administration; special programs such as preventative medicine, immunizations; for accuracy and appropriateness. Monitors the timely collection of data. Summarizes the statistical data collection throughout the facility. Reviews reported statistics to ensure data is reasonable and agrees with previously reported data. Performs calculations and adjustments as necessary. Based on knowledge of expense classification and MEPRS work center definitions, collects direct expense data based on operating budget ledger (OBL) documents and cost center management listing. Consolidates and makes adjustments to data including depreciation expense, base support expense, external loaded and borrowed labor, funded TDYs, etc. Develops monthly personnel utilization and expense reports in support of manpower costing requirements. Plans, organizes, and conducts evaluative analysis of programs, and conducts special studies on such data elements as medical workload, unit costs, manpower utilization and other management indicators associated with the delivery of health care.</p>			
Knowledge, Skills, and Abilities (KSAs):			
<ol style="list-style-type: none"> <li>1. Knowledge of applicable clinic, Air Force and Department of Defense directives on the MEPRS and related clinic systems. Knowledge and understanding of the total clinic operation to include its organization, staffing, and physical plant, as well as the workload and cost interrelationships of the work centers. For example, recognizing those work centers which provide support to others in the delivery of direct care which necessitates a proper distribution of costs to receiving accounts in order to reflect total cost of care provided versus just direct costs.</li> <li>2. Knowledge and understating of standard Air Force accounting procedures used in maintaining, balancing, and closing account; an understanding of the Air Force accounting structure to include the relationships among Maps, Peaks, RC/CCs, and Epics, within the automated fiscal system; and an understanding of related standardized management reports (e.g., OBL, RC/CC Medical Manager Cost Center Reports, Project Fund Management Record (PFMR) and Base Level Inquiry System (BLIS) reports.</li> <li>3. Knowledge of analysis techniques to determine need for adjustments and account balance reconciliations. The ability to determine appropriate corrective adjustments and implement corrective actions.</li> <li>4. Ability to use a personal computer and automated systems including data point hardware and ability to perform system activities like removing disk packs, etc.</li> </ol>			
Ranking Criteria:			
Total Number Of Elements In Template:		1	Total Points Possible:
		3.00	



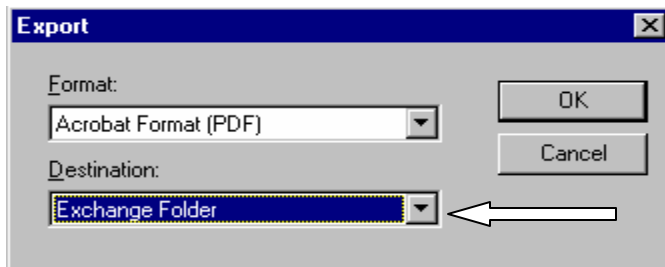
**NOTE:** This document will become a part of your electronic case file.

## E-mailing the Job Analysis/Job Analysis Promotion Plan Template Report

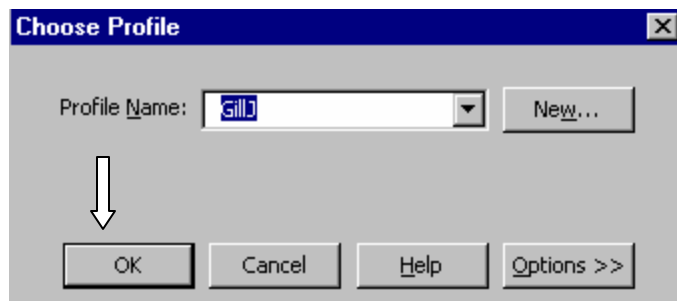
While the **Job Analysis Promotion Plan Template Report Preview Window** is open, click the Export button.



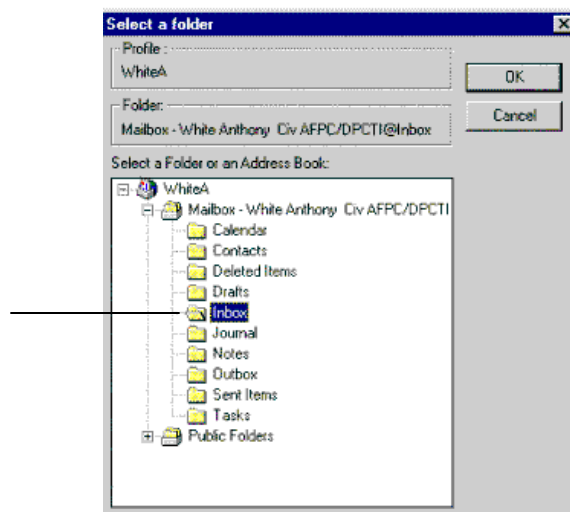
The following Export Window will be displayed. Select “Exchange Folder” from the Destination drop-down list. Click **<OK>**.



The Choose Profile dialog box will appear. Click **<OK>**.



Select “Inbox” on the Select a Folder dialog box. Click **<OK>**.



You can also select the following option to send the JA/Job Analysis Promotion Plan Template Report directly to the manager for review.

While the **Job Analysis Promotion Plan Template Report Preview** Window is open, click the



Export button.

**Job Analysis Promotion Plan Template Report**

Job Analysis Template Name: 05-0599-06-INT-AKD-03-T-MEDICAL FINANCIAL TECH      Creator: BUDYB      Template Status: TEST  
 Career Program: Unknown      Approver:      Approved Date:      Archived Date:       
 09-Jul-2002      Archived:      Last Modified Date: 09-Jul-2002

Name of Creating Staffing Specialist: Moneton, Vanessa  
 Name of Subject Matter Expert:

Best Qualified Description:

CANDIDATES WHO SCORE THE HIGHEST ARE ALSO THE BEST QUALIFIED.

Major Job Requirements:

The primary purpose of this position is to collect, review, and analyze data reported from all Medical Clinic departments concerning the Medical Expense and Performance Reporting System (MEPRS), Medical Expense and Reporting System is the accounting system for tracking all medical group workload, personnel in attendance, and expenses. The incumbent will provide direct support to the Business Operations Center by identifying the monthly MEPRS data from all patient and outpatient services; analyze services to include pharmacy and radiology; support services made up of Command and Administration; special programs such as preventative medicine, immunizations; for accuracy and appropriateness. Monitor the timely collection of data. Summarize the statistical data collected throughout the facility. Review reported statistics to ensure data is reasonable and agrees with previously reported data. Perform calculations and adjustments as necessary. Based on knowledge of expense classification and MEPRS work center definitions, collect direct expense data based on operating budget ledger (OBL) documents and cost center management listing. Consolidate and make adjustments to data including depreciation expense, base support expense, external loaded and borrowed labor, funded TDYs, etc. Develops monthly personnel utilization and expense reports in support of manpower costing requirements. Plans, organizes, and conducts evaluative analysis of programs; and conducts special studies on such data elements as medical workload, unit costs, manpower utilization and other management indicators associated with the delivery of health care.

Knowledge, Skills, and Abilities (KSAs):

1. Knowledge of applicable clinic, Air Force and Department of Defense directives on the MEPRS and related clinic systems; knowledge and understanding of the total clinic operation to include its organization, staffing, and physical plant, as well as the workload and cost interrelationships of the work centers; For

The following Export Window will be displayed. Select “Microsoft Mail (MAPI)” from the Destination drop-down list. Click **<OK>**.

**Export**

Format:  
 Acrobat Format (PDF)

Destination:  
 Microsoft Mail (MAPI)

OK Cancel

The following Send Mail Window will be displayed. Type in the email address or click the “address” box to pull from your email address list. The “Message” box can be used to type instruction to the manager. When email is complete click the “Send” box.

**Send Mail**

Send Check Names Address Cancel

To:

Cc:

Subject:

Message

## Job Analysis Promotion Plan Element Description

### ELEMENT BUTTONS

DOE = Diversity of Experience

STD = Standard

OPT = Optional

### Non-Career Program Elements

**OPT9 – JOB RELATED SKILLS (SKL3)** - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value, which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values.

**VET – VETERANS PREFERENCE (VET)** - This element provides the capability to apply veterans preference for competitive examining (including DEU and outside-the-register certificates) and noncompetitive certificates (including VRA and excepted services).

**INTERNAL – INTERNAL RANKING AND RATING** - This Job Analysis Promotion Plan element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

### Career Program Elements

**DOE1 – MULTI-COMMAND (MCMD)** - This Job Analysis Promotion Plan element counts the number of different major commands in which the employee has worked and assigns points for the number found. (CAREER PROGRAM ONLY)

**DOE2 – MULTI-LEVEL (MLVL)** - This Job Analysis Promotion Plan element allows you to assign points for work at Headquarters, Major Command, or Base level. (CAREER PROGRAM ONLY)

**DOE3 – MULTI-OCCUPATIONAL SERIES (MOCC)** - This Job Analysis Promotion Plan element allows you to assign points based on how many different occupational series in which an employee has worked. (CAREER PROGRAM ONLY)

**DOE4 – MULTI-OCCUPATIONAL SERIES (OCC2)** - This Job Analysis Promotion Plan element allows you to assign points based on how many different groupings of occupational series in which an employee has worked. The user decides how to group the occupational series. (CAREER PROGRAM ONLY)

**DOE5 - MULTI-SKILLS (MSKL)** - This Job Analysis Promotion Plan element allows you to assign points when an employee has worked in a job that has been skills coded with the codes you specify. (CAREER PROGRAM ONLY)

**DOE6 – MULTI-ORGANIZATIONAL FUNCTION (MORG)** - This Job Analysis Promotion Plan element counts the number of different organization structure codes in which an employee has worked and assigns points for the number found. (CAREER PROGRAM ONLY)

DOE7 – SUPERVISORY/MANAGERIAL (SUPV) - This Job Analysis Promotion Plan element allows you to assign points for supervisory and managerial experience. (CAREER PROGRAM ONLY)

STD1 – PROFESSIONAL MILITARY EDUCATION (PME) - This Job Analysis Promotion Plan element allows you to assign points for PME completed by an employee. (CAREER PROGRAM ONLY)

STD2 – PROFESSIONAL CIVILIAN EDUCATION (PCE) - This Job Analysis Promotion Plan element allows you to assign points for PCE completed by an employee.(CAREER PROGRAM ONLY)

STD3 – FORMAL EDUCATION (EDUC) - This Job Analysis Promotion Plan element allows you to assign points for the highest educational level achieved by the employee (CAREER PROGRAM ONLY)

STD4 – ACADEMIC MAJOR (ACAD) - This Job Analysis Promotion Plan element allows you to assign points for having a degree in a specific field of study. (CAREER PROGRAM ONLY)

STD5 – ANNUAL RATING (RATG) - This Job Analysis Promotion Plan element allows you to assign points based on the employee's annual rating for the last 3 years. The formula is fixed, but you can adjust the standard 30 point maximum value up or down. (CAREER PROGRAM ONLY)

OPT1 – GOVERNMENT TRAINING (TRNG) - This Job Analysis Promotion Plan element allows you to assign points for government sponsored training not covered in PME and PCE. Typically, this would be training related to the career field.(CAREER PROGRAM ONLY)

OPT2 – OVERSEAS EXPERIENCE (OSEA) - This Job Analysis Promotion Plan element allows you to assign points for overseas experience. If you wish, you can give more points for overseas experience in a certain major command; and lesser points for any other overseas experience by using the "not in" comparator and listing those command codes for which you gave greater points. (CAREER PROGRAM ONLY)

OPT3 – PROFESSIONAL/ACQUISITION CERTIFICATIONS (CERT) - This Job Analysis Promotion Plan element allows you to assign points for work related certifications. (CAREER PROGRAM ONLY)

OPT4 – AWARDS (AWDS) - This Job Analysis Promotion Plan element allows you to assign varying point values for award codes stored in an employee's record. (CAREER PROGRAM ONLY)

OPT5 – MULTI-LOCATIONS (MLOC) - This Job Analysis Promotion Plan element allows you to approximate a check for mobility. You must check and understand location codes stored in registrant records.

OPT6 – JOINT COMMAND EXPERIENCE (JNT) - This Job Analysis Promotion Plan element allows you to give points for having worked in a joint services command. (CAREER PROGRAM ONLY)

OPT7 – JOB RELATED SKILLS (SKL1) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points for each skill found. (See Optional Element #8 and #9 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values. (CAREER PROGRAM ONLY)

OPT8 – JOB RELATED SKILLS (SKL2) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values. (CAREER PROGRAM ONLY)

**OPT9 – JOB RELATED SKILLS (SKL3)** - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value, which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values.

**OPT10 – BEHAVIORIAL INVENTORY (BI)** - This Job Analysis Promotion Plan element allows you to use a BI score as part of the Job Analysis Promotion Plan. You have only two choices to make. Identify which BI scoring to use from the drop down; and enter the maximum point value. All scores have been processed using a maximum point value of 100 and will be proportionally adjusted up or down to fit the maximum value you select. (CAREER PROGRAM ONLY)

**OPT11 – INTERVIEW OR MANAGEMENT ASSESSMENT (INTV)** - This Job Analysis Promotion Plan element allows you to use an Interview score as part of the Job Analysis Promotion Plan. You have only two choices to make. Identify which Interview Score to use from the drop down; and enter the maximum point value. All scores have been processed using a maximum point value of 100 and will be proportionally adjusted up or down to fit the maximum value you select. (CAREER PROGRAM ONLY)

**OPT12 – TECHNICAL ASSESSMENT (TA)** - This Job Analysis Promotion Plan element allows you to use a TA score as part of the Job Analysis Promotion Plan. To include a TA in a Job Analysis Promotion Plan, check this element to be used and enter a maximum value. These are the only entries to be made here. When a vacancy is being filled, it will be necessary to identify the type of TA which applies and the "weight" values for the TA elements applicable to the vacancy. This is done by entering the TA ID ("C" for contracting, "M" for manufacturing, etc.) and the weights for the six (6) supervisory/managerial elements in Resumix Requisition custom field "TA TYPE/SUPV"; and by entering the weights for the TA technical elements in Resumix Requisition custom field "TA TECHNICAL WEIGHTS".(CAREER PROGRAM ONLY)

**OPT13 – NON-FEDERAL EXPERIENCE (NFED)** - This Job Analysis Promotion Plan element allows you to give points for having non-Federal work experience. This can include military experience if you wish by including experience type code "M" as well as "N". If the next element is not being used, it can be used to look for a second kind of non-Federal work despite it's element name. (CAREER PROGRAM ONLY)

**OPT 14 – OTHER FEDERAL EXPERIENCE (FEDX)** - This Job Analysis Promotion Plan element allows you to give points for having other Federal work experience. This can be non-AF experience or non-DoD experience depending on how you use agency codes in your conditional statements. If the previous element is not being used, it can be used to look for a second kind of other Federal work despite it's element name. (CAREER PROGRAM ONLY)

**OPT15 – PROMOTIONS (PROM)** - This Job Analysis Promotion Plan element allows you to give points for an employee's rate of promotion expressed as how many grade increases have occurred over a specific period of time from today's date. (CAREER PROGRAM ONLY)

**VET – VETERANS PREFERENCE (VET)** - This element provides the capability to apply veterans preference for competitive examining (including DEU and outside-the-register certificates) and noncompetitive certificates (including VRA and excepted services).

**INTERNAL – INTERNAL RANKING AND RATING** - This Job Analysis Promotion Plan element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

## Job Analysis Promotion Plan Template AND/OR Logic

**Internal AND/OR Logic Options:** The following options are appropriate for use when building an Internal Job Analysis Promotion Plan Template.

Acquisition Career Level  
Acquisition Position Career  
Appointment Type  
Assignment Command  
Civilian Grade  
DCPDS Education Level  
Demo Broadband  
Demo Pay Plan  
Experience Total Months  
Experience Type  
GSA Geographic Location  
Instructional Program  
Occupational Certificate Date  
Occupational Certificate Kind  
Occupational Series  
Organizational Function Code  
PERM-PAS  
Pay Plan  
Servicing Personnel Office ID  
Skills Code Set  
Steno  
Supervisory Responsibility Level  
Training Program  
Typing Speed  
Vacancy Effective Date  
Work Schedule

**External AND/OR Logic Options:** The following options are appropriate for use when building an External Job Analysis Promotion Plan Template.

Eligibility Status  
High Grade Held  
Resumix Education Level  
Steno  
Typing Speed  
Veterans Preference



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